



MAILING P.O. Box 5033 • Houma, LA 70361

PHONE 985-857-3655 • FAX 985-857-3689 • WEB [www.ftcc.edu](http://www.ftcc.edu)

## BID SOLICITATION

DATE: March 27, 2012

Following is Bid Solicitation # **12011** for **HON Chairs**.

As a State of Louisiana bid, the **bid price must include all shipping and handling fees**. Please reply on or before 3:00 p.m. April 19, 2012. **Please remember to sign your bid quotation.**

Deliver sealed bid by hand to:

Fletcher Technical Community College  
Attn: Susan Delahoussaye, Bid Dept.  
310 St Charles St, Houma, LA 70360

Or mail sealed bid to:

Fletcher Technical Community College  
Attn: **Bid Department**  
Post Office Box 5033  
Houma, LA 70361-5033

### YOUR ENVELOPE MUST BE MARKED AS FOLLOWS:

**"Bid Enclosed - Deadline 3:00 P.M. April 19, 2012"** so that it will not be opened in error prior to the bid opening.

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE **FTCC** ADMINISTRATION OFFICE IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

**For additional information, please contact Susan Delahoussaye, Fletcher Technical Community College, Fiscal Operations Department, at (985)858-5746.**

Your prompt response will be appreciated. If you wish to be removed from our bid list of vendors please let us know.

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MAIN CAMPUS  
310 St. Charles St.  
Houma, LA 70360

ALLIED HEALTH  
5396 Hwy. 311  
Houma, LA 70360

LOUISIANA MARINE &  
PETROLEUM INSTITUTE  
331 Dickson Rd.  
Houma, LA 70363

GRANTS  
ADMINISTRATION OFFICE  
4752 Hwy. 311 Ste. 113  
Houma, LA 70360

<b>DELIVERY DATE DESIRED</b>	<b>F.O.B. DESTINATION</b>	<b>BID OPENING DATE AND TIME</b>
July 5 thru July 20, 2012 inclusive	Fletcher Technical Community College	April 19, 2012      TIME: 3:00 PM
<b>VENDOR NAME AND ADDRESS</b>   Bidder's Signature: _____ Bidder's Printed Name: _____ Bidder's email: _____ PLEASE PRINT CLEARLY		<b>DELIVER TO:</b> L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE, MAIN CAMPUS 1407 HWY 311 SCHRIEVER, LA 70395  <b>INVOICE TO:</b> L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE PO BOX 5033 HOUMA LA 70361-5033

## STANDARD BID INSTRUCTIONS, TERMS AND CONDITIONS

### TO BE COMPLETED BY VENDOR:

1. \_\_\_\_\_ Please remove our company from this commodity code.
2. \_\_\_\_\_ Delivery will be made in this number of days after receipt of order.
3. \_\_\_\_\_ % cash discount for prompt payment if made within thirty (30) days. Cash discounts for less than 30 days or less than 1% will be accepted, but will not be considered in determining awards. On indefinite quantity term contracts, cash discounts will be accepted and taken but will not be considered in determining awards.
4. N/A Bid Bond attached, \_\_\_\_\_ Certified check attached, \_\_\_\_\_ Other, if required.
5. \_\_\_\_\_ Bid Reference number. (This number will appear on resulting order or contract).

### INSTRUCTIONS TO BIDDERS:

1. Read the entire bid, including all terms and conditions and specifications.
2. All bid prices must be typed or written in ink.
3. This bid is to be manually signed in ink.
4. Bid prices shall include delivery of all items F. O. B. Destination or as otherwise provided. Bids containing "payment in advance" or "C.O.D." requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
5. Amount of bid bond required: N/A
6. Amount of performance bond, if required: n/a OR n/a % of bid.
7. Desired delivery: July 5 thru July 20, 2012 inclusive
8. To assure consideration of your bid, all bids and addenda should be returned in an envelope or package clearly marked with the bid opening date and the bid number, or submitted in the special envelope if furnished for that purpose.
9. Bids submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.E.S. 39:1551-1736; purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.
10. Important: By signing the bid, the bidder certifies compliance with all instructions to bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor (see No. 30). All bid information shall be made with ink or typewritten.
11. Address all inquiries and correspondence to the buyer at the phone and address shown above.
12. Conference:
13. Bid forms.


All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

- A. Bid contains no signature indicating intent to be bound;
- B. Bid filled out in pencil; and
- C. Bid not submitted on the State's standard forms.

Bids must be received at the address specified in the solicitation prior to bid opening time in order to be considered. Telegraphic and Fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time. Entire bid should be returned, except item pages not bid.

#### 14. Standards of quality.

Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

<b>SOLICITATION LOG NUMBER: 12011</b>	
Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated. Bid prices must include transportation, prepaid by Bidder to destination. Bids other than FOB destination may be rejected. All general or special conditions, prices and terms contained in the accepted bid, and official rules and regulations for purchasing shall apply to all purchases.	
<b>AGENCY ADMINISTRATIVE OFFICER</b> 	<b>DATE:</b> <u>3-27-12</u>

<b>STANDARD BID INSTRUCTIONS, TERMS AND CONDITIONS</b>	<b>SOLICITATION LOG NUMBER: 12011</b>	
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15. Descriptive information.

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for State of Louisiana agency to evaluate quality, suitability, and compliance with the specifications in the solicitation. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

16. Bid opening.

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the State of Louisiana agency during normal working hours. Written bid tabulations will not be furnished.

17. Awards.

The State of Louisiana reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

18. Prices.

Unless otherwise specified by the State of Louisiana agency in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and form for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) As specified in the solicitation.

19. Deliveries.

Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation.

20. Taxes.

Vendor is responsible for including all applicable taxes in the bid price. State agencies are exempt from all State and local sales and use taxes.

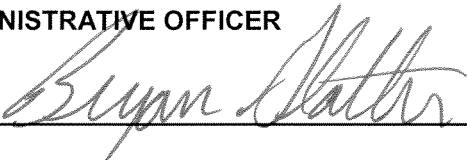
21. An option for renewal for two additional years is offered under this bid solicitation at the same price, terms and conditions. Approval of both parties, in writing, would be required for renewal each year or period thereof.

22. Service bids.

Services may be terminated by Fletcher or by mutual consent upon 30 days written notice. Either party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the other party comply with the terms and conditions of the scope of services; provided that the first party shall give the other party written notice specifying the other party's failure and a reasonable opportunity for the other party to cure the defect. Any conflict or controversy arising from the scope of services will be resolved in accordance with L.A.R.S. 39:1524-1526.

23. References.

Vendor should be prepared to provide at least two work references for projects of the same size and scope detailed in the specifications section of this bid. If vendor cannot furnish references for projects of the same size and scope as detailed in this bid and vendor believes they are qualified for job, vendor should be prepared to provide justification.

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	<b>INVOICE TO:</b> L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE P O BOX 5033 HOUMA LA 70361-5033

ITEM	DESCRIPTION	QUAN.	UOM	UNIT PRICE	TOTAL AMOUNT
1.	HON Task/Stool Chair:	54	Ea		
	<i>a. HG42.S.11.WP40.T</i>				
2.	HON Task/Chair	474	Ea		
	<i>a. HG22.S.11.WP40.T</i>				
3.	HON Task/Chair	45	Ea		
	<i>b. HG22.H.11.WP40.T</i>				
4.	HON Task/Stool Chair <i>with Glides</i>	14	Ea		
	<i>a. HG42.G.11WP40.T</i>				
	Above chairs are from HON La. State Contract 408247.				
	Deliver and assemble with room deployment to				
	approximately 40 different rooms:				
	Fletcher College (New) Main Campus,				
	1407 Hwy 311, Schriever, LA 70395				
	<b>ALL CHAIRS MUST BE DELIVERED BETWEEN</b>				
	<b>JULY 5, 2012 THRU JULY 20, 2012 INCLUSIVE.</b>				
	<b>CHAIRS NOT DELIVERED BY JULY 20, 2012</b>				
	<b>WILL BE CANCELLED.</b>				

Louisiana State Sales Tax not to be included in above price or added to the invoice. Price assumed firm unless otherwise stated.  
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